YOUR RESUME

Your resume not only captures your professional skills and experience, but gives you the opportunity to stand out when there are many similarly qualified candidates applying for the same position.

The resume contains much of the same information that is required by an online job application, however, in most cases it does not replace it. The advantage of having a resume is that it gives you the flexibility to arrange and convey information in a way that represents you at your strongest.

WRITING AND FORMATTING A RESUME

While a chronological resume (which recounts your prior work experience in reverse-chronological order) is the most common, you can use a skills-focused resume if you have large employment gaps, have been out of the workforce a while, or if you are switching fields.

Formatting is important as most resumes are skimmed. Take advantage of headings, line breaks, and bolded text to allow the eyes of the reader to easily locate information.

Your resume should be no longer than two pages, and should recount your professional experience (typically, at least 10 years). It is important to include keywords that directly relate to your desired position for any employer that utilizes an applicant tracking system.

The most common file types for resumes include .docx (Microsoft Word Document) and .pdf (Adobe Acrobat Document). Typically, a PDF will retain any special formatting that may shift when opened in different versions of Microsoft Word or other word processing applications.

PARTS OF A RESUME

Contact information: This section should be at the top and should be clean and easy to read. Be sure the email address is professional and is one that you are routinely checking.

Summary of Qualifications/Career Highlights/Professional Objective: This section is prime real estate to brand your resume to your industry and field of expertise. By reading this description, it should be apparent that you possess the appropriate skills to be successful in the type of job you are applying for. If you're stuck, follow this format: Include your current or desired title, how many years of experience you have in the industry, your industry/area of focus, and the type of organization that you have worked for. Include a broad explanation of your accomplishments and/or professional competencies, and a few specific areas of specialty in your industry, where possible.

Your work experience: You should list the name of the company, the city and state the company is located in, your official job title while employed there, the month and year that you started working there, and the month and year you left.

You should also include descriptions of your positions. This information can be provided in bulleted format, and generally this section does not have to be written in complete sentences. On this note, it's standard to avoid using "I" in this section. Where you can, you should be sure to use strong action verbs, and quantify all of your accomplishments.

If you get stuck, you can look at job descriptions of similar positions to learn what to include and highlight relating to that role. In the same vein, when writing about your past positions, you may find it helpful to emphasize the skills that are most applicable to the type of job you are trying to get now.

Your background (skills, education, and certifications): This section should be used to include all of the vital keywords relating to the kind of job you want. You can do this in bulleted style or if there are many, in a small paragraph. Address every skill listed in your target job description in this section—this will give you the upper hand if the application will be run through an applicant tracking system.

Education is listed at the end of the resume, unless you are a recent college graduate, a recent graduate with no experience in your field of study, or if the position you are applying for requires an advanced/specialized degree, or very specific certifications.

APPLYING FOR JOBS ONLINE

There are many resources for locating jobs posted online. Examples include Indeed, Monster, OhioMeansJobs.com, CareerBuilder, Glassdoor, LinkedIn or even the company website, or industry specific job boards (such as Dice or HigherEdJobs.com). The best search strategy will largely depend on the type of job you are searching for.

When using a job search board, take advantage of advanced search options or filter results. Remember a single job position may be called many different names. Be flexible and experiment to find more opportunities. You can also check out the "Careers" or "Employment Opportunities" page on a company website to see how they title the type of positions you're looking for.

A job search website may require you to create a profile or login to apply for a position. A job search website may redirect you to the company's website to apply to the job. This step may also require that you create a login. Keep track of this information in a way that works best for you—you may need to access it again soon for next steps!

While a lot of online applications allow you to "import" information from your resume, you may find it easier to manually input the information to ensure accuracy. The good news is that you already have all the information ready to copy and paste.

Be mindful of scams on job search websites. If a job post sounds too good to be true, it likely is.

THE ONLINE APPLICATION

An online application typically consists of the following:
- A login for the application service or company website.
- Your personal information and all prior work history.
- Information on your degrees, licenses, or certifications
- A spot to upload a cover letter.
- A spot to upload your resume.
- Contact names and information on (typically) 3 professional references.
- Evaluations, assessments, tests, or aptitude tests.

RESOURCES

OhioMeansJobs.com
Find job-search and professional development resources. Try the occupation search to help you remember what responsibilities to list for past job positions, or take advantage of the Interview Practice Center. You can also access online training, plan a new career, view in-demand jobs, and search for open positions.

CareerOneStop.org
Contains a handful of resources, including all the steps involved in a job search: planning, networking, finding jobs, resumes and applications, interviews and job search tips).

Edu.GCFGlobal.org
Check out the "Work" section, which covers applying for jobs (cover letters, interviewing, job applications, and resume writing).

careerwise.minnstate.edu/jobs/practice-online-job-application.html
Allows you to practice filling in a sample online job application.

Colorado.edu/studentemployment/resources/recognize-avoid-job-scams
A very helpful webpage on how to determine the legitimacy of a job post.

1 x 1 Technology Assistance at the Dayton Metro Library–Trotwood Branch